

Lower CT Valley Position Description and Timelines

Position: Hospitality Chair(s)*

Board Member

Appointed without Term Limits

Responsibilities

1. **Creates an inviting environment** including beverages and refreshments for general and special meetings.
 - a. **Regular Meetings:** Paper goods and beverages. Designated members bring finger desserts/snacks.
 - b. **Special Meetings:** Paper goods, beverages, catered meals (for designated occasions). May provide theme-based decorations (e.g., Holiday Party, January Tea, Valentine’s Luncheon).
2. **Sets up meeting space** with appropriate tables and chairs to be ready by meeting start. Breaks down tables/chairs to facility requirements following events. Assures the meeting space(s) are clean and left in order.
3. **Orders food and supplies** as appropriate. Maintains records of expenditures and requests reimbursement from the Treasurer. Operates within an established annual budget.
4. **Maintains and stores “bins”** of supplies, decorations, equipment, condiments, etc.

Note: * Works with a committee of three or four people.

Hospitality Activity and Timeline

All Meetings

- Arrive one-half hour before meetings
- Attendance: 40 – 50
- Set up
 - 8 – 10 tables with chairs
 - Membership Table with two chairs
 - Tables for technology if requested by Program Chair
- Drinks: Water, Tea, or Lemonade
- Supplies: Water dispenser, cups, dessert paper plates, forks/spoons, napkins, tablecloths, decorations

September – Potluck—Arrive 5:30 pm

Set up:

July 3, 2023

- Hospitality and drinks
 - Water, cold drinks
 - Members bring entree or dessert
- Form requesting two members to bring baked goods for monthly General Meetings.
- Starting in October --Reminder... call the two members who signed up to bring baked goods.
- Suggestion: Sunday night - best time to call to remind members signed up to bring baked goods

December Holiday Party

Setup: Same as September Potluck.

- Food: Either Order and pick up \$200 of appetizers/desserts – or request from volunteers.
- Drink: Water, cold drink, coffee, and tea
- Decorations: Holiday table decorations
- Chance Auction Table (if scheduled)

January Tea and Trivia (1st Saturday in January) 1 to 3 p.m.

- Arrive: Noon
- Food: Each member brings munchies or sandwiches for six people
- Teapots: Each member brings own teapot
- Drinks: Two urns for hot water. Coffee, Creamer, Sugar, Lemon,
- Supplies: Tablecloths. Coffee Cups
- Decorations: For Tables

February Valentine's Luncheon – Acton Library – Second Wednesday

- Arrive at 11 a.m.
- Food: Order lunch and dessert from a local vendor, deli, supermarket, etc.

April: Joint meeting with Shoreline AAUW – LCV Hosts every other year (2025, 2027, 2029, etc.).

Set Up: Regular Meeting

June: End of year social—Venue TBA each year.